DOCUMENT RESUME

ED 043 343 LI 002 133

AUTHOR	Stewart, Rolland C.
TITLE	The Undergraduate Library Collection.
INSTITUTION	California Univ., San Diego. University Library.
SPONS AGENCY	Bureau of Libraries and Educational Technology (DHEW/OE), Washington, D. C.
PUB DATE	69
NOTE	7p.; Paper prepared for the Institute on Acquisitions Procedures in Academic Libraries..., Aug 25-Sep 5, 1969
EDRS PRICE	EDRS Price MF-$0.25 HC-$0.45
DESCRIPTORS	*Books, *College Libraries, Institutes (Training Programs), *Library Collections, *Library Material Selection, *University Libraries

ABSTRACT

The development of undergraduate library collections is shown under two aspects: (1) the formation of the basic collection of the Undergraduate Library of the University of Michigan, and (2) the problems, practical and theoretial, encountered in the day-to-day effort to maintain the collection. The budget is the sire of all selection criteria. Objectives and the means to achieve them must be commensurate. Even in the effort to assemble a basic collection, the amount of investment needed for subsequent support must be anticipated. The policies adopted at the outset of the selection project concern: (1) extent and range of collection, (2) service patterns for handling of required and recommended reading, (3) budget arrangements for maintaining the collection and (4) basic selection responsibilities for future development. Sources from which preliminary selections may be drawn include: (1) the Lamont Library Catalog, (2) faculty reading lists, (3) in-print publisher's catalogs, announcements, etc., (4) current acquisitions of the University of Michigan Library, (5) University of Michigan Library Shelflist, and (6) special biliographies, guides, lists, and journal reviews. Correlated with the amount of money committed, the selection proceeds in three stages: (1) the indispensable, (2) the necessary, and (3) the highly desirable. (NH)

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ED043343

Institute on

ACQUISITIONS PROCEDURES IN ACADEMIC LIBRARIES

sponsored by
The University Library
University of California, San Diego*

August 25 - September 5, 1969

THE UNDERGRADUATE LIBRARY COLLECTION

by

Rolland C. Stewart
Associate Director, University Library
University of Michigan

LT 002133

*Conducted under a grant from the U.S. Office of Education, Title II-B, Higher Education Act of 1965, P.L. 89-329, as amended.

Rolland C. Stewart
Associate Director
University Library
University of Michigan

The Undergraduate Library Collection

I. Development of undergraduate library collections to be shown under two aspects: (1) the formation of the basic collection of the Undergraduate Library of the University of Michigan; (2) the problems, practical and theoretical, encountered in the day-to-day effort to maintain the collection.

The theory of undergraduate libraries: for all their growing popularity there is scant evidence that librarians have articulated the assumptions on which undergraduate libraries are established. Some obvious assumptions: that book collections are readily divisible into graduate and undergraduate compartments; that the needs of graduate and undergraduate students differ to such an extent that separate libraries for each are justified; that the best answer to cascading enrollments in a separate home for undergraduates.

II. Defining the clientele to be served: the total undergraduate population irrespective of collegiate affiliation within the university? Undergraduates enrolled in Nursing, Music, Public Administration, Architecture, Engineering? Or undergraduates enrolled in what might be called the "general education" college, which at the University of Michigan goes under the name of the College of Literature, Science, and the Arts? The only practical definition to be concerned with relates to courses and not at all to students. Further questions follow: shall the collection satisfy all <u>courses</u> to which only undergraduates

are admitted or shall it include all courses for which undergraduates may enroll? The curricular structure of American universities is such that a high percentage of undergraduate students are actually enrolled in courses that are also given for graduate credit. This is strictly true with respect to upper-level undergraduate courses. Michigan chose to handle in its separate undergraduate library virtually all courses which undergraduates are permitted to take, the principal exceptions made being courses offered in such professional schools as Engineering, Architecture, etc. This policy required, therefore, that we build a four-year undergraduate library, which is far different from a freshman-sophomore library complex designed to cover the required and recommended reading for the lower reaches of the undergraduate curriculum.

III. Assuming that we have groped our way through the mystique of defining purposes and have got hold of an ideological tool with which we can create an undergraduate collection, we face the question of money, prospects for more money, and still more money. Paradoxically speaking, the budget is the sire of all selection criteria we might devise. Objectives and the means to achieve them must be commensurate. Even in a present effort to assemble a basic collection one must anticipate the amount of investment needed for subsequent support. Michigan had in excess of $200,000 for the basic collection. There is, or ought to be, a rule of thumb specifying the amount required annually to maintain a collection of a given size.

Aside from budget, there are other questions calling for quantitative answers: How many titles is the basic collection to consist of? How many duplicates or added copies to be purchased and on what student-copy ratio? How many current periodicals are to be provided? Of the

periodicals subscribed to, what length of backfiles is desirable? The size of the reference collection? Enough to satisfy the needs commonly referred to as "normal" of undergraduates? Enough to decrease significantly the dependence of the undergraduate on the central reference collection?

How is the separate undergraduate library to be related to the divisional library system? At Michigan there are twenty-five or more special libraries, among them Fine Arts, Architecture, Public Administration, Music, Education, Mathematics, Physics-Astronomy. To what extent should, to what extent can, an undergraduate collection duplicate divisional collections?

IV. The policies adopted at the outset of the selection project provide a partial answer to the foregoing questions. These policies concern:

a. Extent and range of collection

b. Service patterns for handling of required and recommended reading; relationship of the undergraduate library to other divisions, student-copy ratios, etc.

c. Budget arrangements for maintaining the collection

d. Basic selection responsibilities for future development

V. The selection medium: the compilation of a desiderata list of approximately 100,000 titles, the list to be an aggregate of preliminary selections drawn from many sources such as:

a. The Lamont Library catalog

b. Faculty reading lists

c. In-print publisher's catalogues, announcements, etc.

d. Current acquisitions of the University of Michigan Library as shown by temporary catalog slips

e. University of Michigan Library Shelflist

f. Special bibliographies, guides, lists, journal reviews

VI. The buying list: A selection of selections carried on in three stages or three successive readings, correlated with amount of money committed as selection proceeds.

Stage 1----------identification of the indispensable

Stage 2----------identification of the necessary

Stage 3----------identification of the highly desirable

VII. Current problems

THE UNIVERSITY OF MICHIGAN
UNDERGRADUATE LIBRARY

Annual Statistics for the First through Tenth Years of Operation

	Attendance	Circulation for Home Use	Book Use in Library	Total Book Use
Jan. 16, 1958 - Jan. 15, 1959	1,420,865	134,719	280,037	414,756
Jan. 16, 1959 - Jan. 15, 1960	1,569,286	162,269	454,265	616,534
Jan. 16, 1960 - Jan. 15, 1961	1,516,297	166,881	474,133	641,014
Jan. 16, 1961 - Jan. 15, 1962	1,578,883	189,478	513,980	703,458
Jan. 16, 1962 - Jan. 15, 1963	1,781,656	209,091	563,290	772,381
Jan. 16, 1963 - Jan. 15, 1964	1,825,059	230,759	704,126	934,885
Jan. 16, 1964 - Jan. 15, 1965	1,904,669	250,171	721,073	971,244
Jan. 16, 1965 - Jan. 15, 1966	1,994,439	262,502	741,335	1,003,837
Jan. 16, 1966 - Jan. 15, 1967	2,073,397	276,943	796,576	1,073,519
Jan. 16, 1967 - Jan. 15, 1968	2,006,339	275,161	673,566	948,727
TOTALS				
Jan. 16, 1958 - Jan. 15, 1968	17,670,890	2,157,974	5,922,381	8,080,355

UNDERGRADUATE LIBRARY

COMPARATIVE STATISTICS
First and Tenth Full Annual Report Year

	1958-59	1967-68	Percentage of Ten year Increase
Attendance	1,457,441	1,987,069	+ 36.3 %
Circulation for Home Use	141,624	286,917	+ 102 %
Book Use in Library	339,888	659,112	+ 93.9 %
Total Book Use	481,512	946,029	+ 96.4 %
Collection Growth			
Titles	40,000	69,000*	+ 72 %
Volumes	68,590	140,000*	+ 104 %
Seating (Total)	1,938	2,315	+ 19 %
Average Weekly Hours of Opening**	100	121	+ 21 %
Reserve books	14,470	44,869	+ 210 %
Reserve Lists	539	834	+ 54 %
Reserve Periodicals	732	10,377	+1317 %
Reserve Office Processing Staff	4.85 FTE	6.95 FTE	+ 43 %
Total Undergraduate Library Staff (FTE)	38.4	54.8	+ 42 %
LSA Undergraduate Enrollment***	7,357	11,839	+ 60 %
LSA Total Enrollment***	12,818	16,048	+ 25 %

* Estimated

** Irregularities existed in both years

*** An average representative gross enrollment per Fall and Spring and/or Winter Term from Statistical Services